



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001

MCO 1510.57B  
C 461  
16 DEC 98

MARINE CORPS ORDER 1510.57B

From: Commandant of the Marine Corps  
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR ORDNANCE MAINTENANCE  
OCCUPATIONAL FIELD.21 VOLUME 4

Ref: (a) MCO 1553.1B  
(b) MCO 1553.2  
(c) MCO 1553.3

Encl: (1) Description of an Individual Training Standard  
(2) Management of Individual Training Standards  
(3) Summary/Index of Individual Training Standards  
(4) Common Individual Training Standards  
(5) Training Support  
(6) Individual Training Standards

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosure (1) through (6) for OccFld 21 VOL 4.

2. Cancellation. MCO 1510.57A

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSs establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders and school directors build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSs represent the skills that contribute to the unit mission as expressed in the Mission Performance Standards. Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

4. Summary of Revision. Extensive changes have been made to this Order and it should be reviewed in its entirety. Appendix D to Enclosure (5) lists references with associated tasks. Enclosure (6) contains information on initial training setting, MCI products, and training material.

5. Information. ITSs are used by unit commanders and school directors to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's Mission Essential Task List (METL). Unit commanders

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can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-the-Job Training (MOJT), instruction in unit level schools, or incorporation in their training plans. School directors will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported by formal schools on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for formal school training.

6. Action

a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure that all schools use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure that the Marine Corps Institute (MCI) and the Training and Audiovisual Support Centers (TAVSC) provide standardized job aids and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS/OccFld sponsors.

(4) Ensure the Combat Development Process identifies the impact on training, by MOS and ITS, of all new equipment.

(5) Ensure coordination with the Commander, Marine Corps Systems Command (COMMARCORSSYSCOM) to integrate the acquisition of new equipment into formal school training per the published ITSs.

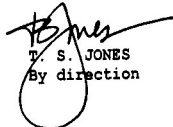
b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C461) via the chain of command.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.



T. S. JONES  
By direction

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## DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents the specific task, the duty area under which that task is included, and the MOS (or billet) with which it is associated. Each part is separated by periods. An example of an ITS Designator is 2101.02.08.

a. The first four positions ("2101" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("01" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned consecutive ascending Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "01" represents the first duty area under MOS 2101.

c. The last two positions ("08" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned consecutive ascending Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero to allow for proper sorting. In the example above, "08" represents the eighth task within the first duty area under MOS 2101.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. References. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSs are assigned an Initial Training Setting

ENCLOSURE (1)

that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).

b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Current MCI(s) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

ENCLOSURE (1)

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSs form the basis for all individual training in formal schools and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. Formal school directors are responsible for reviewing all ITSs marked for initial training at the formal school. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with SAT, a Program of Instruction (POI) must also be developed for the course.

c. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through MOJT, as appropriate.

d. A Marine should continue to receive instruction on ITSs that support his unit's METL. Individual training cannot cease upon graduation from a formal school because formal schools cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the formal schools, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSs are ultimately validated by unit commanders and school directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by formal schools are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

ENCLOSURE (2)

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.
2. Format. The columns are as follows:
  - a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.
  - b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.
  - c. TITLE. ITS Task Title.
  - d. FS. Formal School. A mark appears in this column when the Formal School is designated as the initial training setting. An "S" indicates the task is taught to "standard" at the formal school. A "P" indicates that the formal school provides only "preliminary" instruction and it is up to the unit to provide follow-on MOJT instruction to teach the task to standard.
  - e. MOJT. Managed On-The-Job Training. An "S" appears in this column when MOJT is designated as the initial training setting. Instruction is always to "standard."
  - f. MCI. Current MCI Publication(s). An "X" in this column indicates that at least one MCI publication addresses this task. Consult enclosure (6) for details.
  - g. SUS. Sustainment Training Period. An entry in this column represents the number of months within which the unit is expected to train or retrain this task to standard provided the task supports the unit's METL.
  - h. REQ BY. Required By. An entry in this column depicts the lowest rank required to demonstrate proficiency in this task.
  - i. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ BY	PAGE
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MOS 2102, ORDNANCE OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	2102.01.01	SERVE AS A TECHNICAL ADVISOR TO THE COMMANDING GENERAL	P			3	Maj	6-A-1
2)	2102.01.02	PUBLISH ORDNANCE POLICIES, DIRECTIVES, AND P REGULATIONS				3	Maj	6-A-1
3)	2102.01.03	PROVIDE TECHNICAL SUPERVISION FOR ORDNANCE P ACTIVITIES THROUGHOUT THE COMMAND	P			6	Maj	6-A-2
4)	2102.01.04	SUPERVISE THE INTEGRATION OF NEW ORDNANCE S EQUIPMENT ITEMS	S			24	Capt	6-A-2

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
5)	2102.01.05	EXECUTE MAINTENANCE APPENDICES FOR THE LOGISTICS ANNEX OF OPERATION ORDERS	P			24	Capt		6-A-3
6)	2102.01.06	PROVIDE TECHNICAL GUIDANCE FOR ORDNANCE COMMODITY MAINTENANCE FUNCTIONS	P			24	Capt		6-A-4
7)	2102.01.07	MANAGE UNIT ORDNANCE MAINTENANCE OPERATIONS	P			12	Capt		6-A-4
8)	2102.01.08	COORDINATE ORDNANCE RELATED FIELD MAINTENANCE SUPPORT FOR DEPLOYED UNITS	P			24	Capt		6-A-5
9)	2102.01.09	MANAGE PHYSICAL SECURITY REGULATIONS FOR UNIT ORDNANCE ASSETS	S			12	Capt		6-A-6
10)	2102.01.10	MANAGE UNIT AMMUNITION CONTROL PROGRAM	S			12	Capt		6-A-6

MOS 2110, ORDNANCE VEHICLE MAINTENANCE OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	2110.01.01	REVIEW CURRENT ORDNANCE POLICIES AND PROCEDURES	P			24	WO		6-B-1
2)	2110.01.02	MANAGE SHOP SUPPLY PROCEDURES	P			12	WO		6-B-1
3)	2110.01.03	MANAGE SHOP EQUIPMENT	P			24	WO		6-B-1
4)	2110.01.04	MANAGE QUALITY CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-B-2
5)	2110.01.05	MANAGE MODIFICATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-B-2
6)	2110.01.06	MANAGE CALIBRATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-B-3
7)	2110.01.07	MANAGE UNIT OIL ANALYSIS PROGRAM FOR ORDNANCE VEHICLES	P			24	WO		6-B-3
8)	2110.01.08	MANAGE SAFETY PROGRAMS FOR ORDNANCE SHOPS AND/OR ARMORIES	P			24	WO		6-B-4
9)	2110.01.09	MANAGE MOS/MAINTENANCE MANAGEMENT TRAINING FOR ORDNANCE PERSONNEL	P			12	WO		6-B-4
10)	2110.01.10	MANAGE UNIT ADMINISTRATIVE STORAGE PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-B-5
11)	2110.01.11	MANAGE SHOP ADMINISTRATIVE FUNCTIONS	P			24	WO		6-B-5
12)	2110.01.12	PREPARE ROUTINE CORRESPONDENCE, NAVAL MESSAGES, AND REPORTS	P			24	WO		6-B-5
13)	2110.01.13	MANAGE TOOL CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-B-6
14)	2110.01.14	MANAGE EMBARKATION PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-B-6
15)	2110.01.15	MANAGE LICENSING PROGRAM FOR ORDNANCE VEHICLE OPERATORS	P			24	WO		6-B-7
16)	2110.01.16	MANAGE PUBLICATION CONTROL PROGRAM	P			24	WO		6-B-7
17)	2110.01.17	MANAGE PREVENTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-B-8
18)	2110.01.18	MANAGE CORRECTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-B-8
19)	2110.01.19	MANAGE PHYSICAL SECURITY PROCEDURES FOR ORDNANCE EQUIPMENT	P			24	WO		6-B-9
20)	2110.01.20	MANAGE RECOVERY OPERATIONS OF ORDNANCE VEHICLES	P			24	WO		6-B-9

ENCLOSURE (3)



SEQ TASK TITLE FS MOJT MCI SUS REQ BY PAGE

MOS 2120, WEAPONS REPAIR OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	2120.01.01	REVIEW CURRENT ORDNANCE POLICIES AND PROCEDURES	P	24	WO	6-C-1
2)	2120.01.02	MANAGE SHOP SUPPLY PROCEDURES	P	24	WO	6-C-1
3)	2120.01.03	MANAGE SHOP EQUIPMENT	P	24	WO	6-C-2
4)	2120.01.04	MANAGE QUALITY CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P	24	WO	6-C-2
5)	2120.01.05	MANAGE MODIFICATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P	24	WO	6-C-2
6)	2120.01.06	MANAGE CALIBRATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P	24	WO	6-C-3
7)	2120.01.07	MANAGE SAFETY PROGRAMS FOR ORDNANCE SHOPS AND/OR ARMORIES	P	24	WO	6-C-3
8)	2120.01.08	MANAGE MOS/MAINTENANCE MANAGEMENT TRAINING FOR ORDNANCE PERSONNEL	P	24	WO	6-C-4
9)	2120.01.09	MANAGE UNIT ADMINISTRATIVE STORAGE PROGRAM FOR ORDNANCE EQUIPMENT	P	24	WO	6-C-4
10)	2120.01.10	MANAGE SHOP ADMINISTRATIVE FUNCTIONS	P	24	WO	6-C-5
11)	2120.01.11	PREPARE ROUTINE CORRESPONDENCE, NAVAL MESSAGES, AND REPORTS	P	24	WO	6-C-5
12)	2120.01.12	MANAGE TOOL CONTROL PROGRAM	P	24	WO	6-C-6
13)	2120.01.13	MANAGE EMBARKATION PROGRAM FOR ORDNANCE EQUIPMENT	P	24	WO	6-C-6
14)	2120.01.14	MANAGE PUBLICATION CONTROL PROGRAM	P	24	WO	6-C-7
15)	2120.01.15	MANAGE PREVENTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT	P	24	WO	6-C-7
16)	2120.01.16	MANAGE CORRECTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT	P	24	WO	6-C-8
17)	2120.01.17	MANAGE PHYSICAL SECURITY PROCEDURES FOR ORDNANCE EQUIPMENT	P	24	WO	6-C-8

MOS 2125, ELECTRO-OPTIC INSTRUMENT REPAIR OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	2125.01.01	REVIEW CURRENT ORDNANCE POLICIES AND PROCEDURES	P	24	WO	6-D-1
2)	2125.01.02	MANAGE SHOP SUPPLY PROCEDURES	P	24	WO	6-D-1
3)	2125.01.03	MANAGE SHOP EQUIPMENT	P	24	WO	6-D-1
4)	2125.01.04	MANAGE QUALITY CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P	24	WO	6-D-2
5)	2125.01.05	MANAGE MODIFICATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P	24	WO	6-D-2
6)	2125.01.06	MANAGE CALIBRATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P	24	WO	6-D-3
7)	2125.01.07	MANAGE SAFETY PROGRAMS FOR ORDNANCE SHOPS AND/OR ARMORIES	P	24	WO	6-D-3
8)	2125.01.08	MANAGE MOS/MAINTENANCE MANAGEMENT TRAINING FOR ORDNANCE PERSONNEL	P	24	WO	6-D-4

ENCLOSURE (3)

SEQ	TASK	TITLE	FS	MOJT	MCI	SUS	REQ	BY	PAGE
9)	2125.01.09	MANAGE UNIT ADMINISTRATIVE STORAGE PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-D-5
10)	2125.01.10	MANAGE SHOP ADMINISTRATIVE FUNCTIONS	P			24	WO		6-D-5
11)	2125.01.11	PREPARE ROUTINE CORRESPONDENCE, NAVAL MESSAGES, AND REPORTS	P			24	WO		6-D-5
12)	2125.01.12	MANAGE TOOL CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-D-6
13)	2125.01.13	MANAGE EMBARKATION PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-D-6
14)	2125.01.14	MANAGE PUBLICATION CONTROL PROGRAM	P			24	WO		6-D-7
15)	2125.01.15	MANAGE PREVENTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-D-7
16)	2125.01.16	MANAGE CORRECTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-D-8
17)	2125.01.17	MANAGE PHYSICAL SECURITY PROCEDURES FOR ORDNANCE EQUIPMENT	P			24	WO		6-D-9
18)	2125.01.18	MANAGE UNIT LEVEL "A" PACK PROGRAM FOR ORDNANCE EQUIPMENT	P			24	WO		6-D-9

MOS 2149, ORDNANCE VEHICLE MAINTENANCE CHIEF

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	2149.01.01	MAINTAIN MAINTENANCE MANAGEMENT PROGRAMS	P			12	GySgt		6-E-1
2)	2149.01.02	MANAGE MAINTENANCE MANAGEMENT TRAINING PROGRAM	P			12	GySgt		6-E-1
3)	2149.01.03	MANAGE MAINTENANCE RECORDS AND REPORTS	P			12	GySgt		6-E-2
4)	2149.01.04	MANAGE PUBLICATIONS AND DIRECTIVES PROGRAM	P			12	GySgt		6-E-2
5)	2149.01.05	MANAGE PREVENTIVE AND CORRECTIVE MAINTENANCE PROGRAMS	P			12	GySgt		6-E-3
6)	2149.01.06	MANAGE MODIFICATION CONTROL PROGRAM	P			12	GySgt		6-E-3
7)	2149.01.07	MANAGE SUPPORT AND TEST EQUIPMENT PROGRAM	P			12	GySgt		6-E-4
8)	2149.01.08	MANAGE SUPPLY SUPPORT PROGRAM	P			12	GySgt		6-E-5
9)	2149.01.09	MANAGE MAINTENANCE RELATED PROGRAMS	P			12	GySgt		6-E-5
10)	2149.01.10	MANAGE HAZARDOUS MATERIAL (HAZMAT) PROGRAM	P			12	GySgt		6-E-6
11)	2149.01.11	MANAGE RADIOLOGICAL SAFETY PROGRAM	P			12	GySgt		6-E-6
12)	2149.01.12	REVIEW CURRENT ORDNANCE POLICIES AND PROCEDURES	P			12	MSgt		6-E-7
13)	2149.01.13	SUPERVISE SHOP SUPPLY PROCEDURES	P			12	MSgt		6-E-8
14)	2149.01.14	PREPARE ROUTINE CORRESPONDENCE, NAVAL MESSAGES, AND REPORTS	P			12	MSgt		6-E-8
15)	2149.01.15	SUPERVISE TOOL CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P			12	MSgt		6-E-9
16)	2149.01.16	SUPERVISE EMBARKATION PROGRAM FOR ORDNANCE EQUIPMENT	P			12	MSgt		6-E-9
17)	2149.01.17	SUPERVISE UNIT OIL ANALYSIS PROGRAM FOR ORDNANCE VEHICLES	P			12	MSgt		6-E-10
18)	2149.01.18	SUPERVISE RECOVERY OPERATIONS OF ORDNANCE VEHICLES	P			12	MSgt		6-E-10
19)	2149.01.19	SUPERVISE UNIT OIL ANALYSIS PROGRAM FOR ORDNANCE VEHICLES	P			12	MSgt		6-E-10
20)	2149.01.20	SUPERVISE RECOVERY OPERATIONS OF ORDNANCE VEHICLES	P			12	MSgt		6-E-11

ENCLOSURE (3)

SEQ TASK TITLE FS MOJT MCI SUS REQ BY PAGE

MOS 2181, GROUND ORDNANCE WEAPONS CHIEF/SENIOR GROUND ORDNANCE WEAPONS CHIEF

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

1)	2181.01.01	SUPERVISE ROUTINE CORRESPONDENCE, NAVAL MESSAGES, AND REPORTS	P	12	MSgt	6-F-1
2)	2181.01.02	SUPERVISE SHOP SUPPLY PROCEDURES	P	12	MSgt	6-F-1
3)	2181.01.03	SUPERVISE SHOP EQUIPMENT	P	12	MSgt	6-F-2
4)	2181.01.04	SUPERVISE QUALITY CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P	12	MSgt	6-F-2
5)	2181.01.05	SUPERVISE MODIFICATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	P	12	MSgt	6-F-3
6)	2181.01.06	MANAGE SUPPORT AND TEST EQUIPMENT PROGRAM	P	12	MSgt	6-F-3
7)	2181.01.07	SUPERVISE SAFETY PROGRAMS FOR ORDNANCE SHOPS AND/OR ARMORIES	P	12	MSgt	6-F-4
8)	2181.01.08	MANAGE MAINTENANCE MANAGEMENT TRAINING PROGRAM	P	12	MSgt	6-F-4..
9)	2181.01.09	SUPERVISE UNIT ADMINISTRATIVE STORAGE PROGRAM FOR ORDNANCE EQUIPMENT	P	12	MSgt	6-F-5
10)	2181.01.10	SUPERVISE TOOL CONTROL PROGRAM	P	12	MSgt	6-F-5
11)	2181.01.11	SUPERVISE EMBARKATION PROGRAM	P	12	MSgt	6-F-6
12)	2181.01.12	MANAGE PUBLICATIONS AND DIRECTIVES PROGRAM	P	12	MSgt	6-F-6
13)	2181.01.13	SUPERVISE PREVENTIVE MAINTENANCE PROGRAM	P	12	MSgt	6-F-7
14)	2181.01.14	SUPERVISE CORRECTIVE MAINTENANCE PROGRAM	P	12	MSgt	6-F-7
15)	2181.01.15	SUPERVISE PHYSICAL SECURITY PROCEDURES	P	12	MSgt	6-F-8
16)	2181.01.16	REVIEW CURRENT ORDNANCE POLICIES AND PROCEDURES	P	12	MSgt	6-F-8

ENCLOSURE (3)

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.

2. Format. The columns are as follows:

a. TASK TITLE. A listing of all tasks common to at least two MOSs.

b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITSs containing the same task title.

TASK TITLE	COMMON TASK NUMBERS		
MANAGE CALIBRATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	2110.01.06	2120.01.06	2125.01.06
MANAGE CORRECTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT	2110.01.18	2120.01.16	2125.01.16
MANAGE EMBARKATION PROGRAM FOR ORDNANCE EQUIPMENT	2110.01.14	2120.01.13	2125.01.13
MANAGE MAINTENANCE MANAGEMENT TRAINING PROGRAM	2149.01.02	2181.01.08	
MANAGE MODIFICATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	2110.01.05	2120.01.05	2125.01.05
MANAGE MOS/MAINTENANCE MANAGEMENT TRAINING FOR ORDNANCE PERSONNEL	2110.01.09	2120.01.08	2125.01.08
MANAGE PHYSICAL SECURITY PROCEDURES FOR ORDNANCE EQUIPMENT	2110.01.19	2120.01.17	2125.01.17
MANAGE PREVENTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT	2110.01.17	2120.01.15	2125.01.15
MANAGE PUBLICATION CONTROL PROGRAM	2110.01.16	2120.01.14	2125.01.14
MANAGE PUBLICATIONS AND DIRECTIVES PROGRAM	2149.01.04	2181.01.12	
MANAGE QUALITY CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	2110.01.04	2120.01.04	2125.01.04
MANAGE SAFETY PROGRAMS FOR ORDNANCE SHOPS AND/OR ARMORIES	2110.01.08	2120.01.07	2125.01.07
MANAGE SHOP ADMINISTRATIVE FUNCTIONS	2110.01.11	2120.01.10	2125.01.10
MANAGE SHOP EQUIPMENT	2110.01.03	2120.01.03	2125.01.03
MANAGE SHOP SUPPLY PROCEDURES	2110.01.02	2120.01.02	2125.01.02
MANAGE SUPPORT AND TEST EQUIPMENT PROGRAM	2149.01.07	2181.01.06	

ENCLOSURE (4)

TASK TITLE	COMMON TASK NUMBERS		
MANAGE TOOL CONTROL PROGRAM FOR ORDNANCE EQUIPMENT	2110.01.13	2125.01.12	
MANAGE UNIT ADMINISTRATIVE STORAGE PROGRAM FOR ORDNANCE EQUIPMENT	2110.01.10	2120.01.09	2125.01.09
PREPARE ROUTINE CORRESPONDENCE, NAVAL MESSAGES, AND REPORTS	2110.01.12 2149.01.14	2120.01.11	2125.01.11
REVIEW CURRENT ORDNANCE POLICIES AND PROCEDURES	2110.01.01 2149.01.12	2120.01.01 2181.01.16	2125.01.01
SUPERVISE RECOVERY OPERATIONS OF ORDNANCE VEHICLES	2149.01.18	2149.01.20	
SUPERVISE SHOP SUPPLY PROCEDURES	2149.01.13	2181.01.02	
SUPERVISE UNIT OIL ANALYSIS PROGRAM FOR ORDNANCE VEHICLES	2149.01.17	2149.01.19	
ENLOSURE (4)			

TRAINING SUPPORT

1. This enclosure summarizes four categories of training support by ITS for the entire OccFld:

Appendix A: Training Materiel

Appendix B: Current MCIs

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: References

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

ENCLOSURE (5)

TRAINING MATERIEL

DOES NOT APPLY TO THIS ORDER.

Appendix A to  
ENCLOSURE (5)

5-A-1

CURRENT MCI PUBLICATIONS

DOES NOT APPLY TO THIS ORDER.

Appendix B to  
ENCLOSURE (5)

5-B-1



AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

Appendix C to  
ENCLOSURE (5)

5-C-1

# REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

REFERENCES	TASK NUMBERS			
ARMED FORCES STAFF COLLEGE PUBLICATION 1	2102.01.01			
Applicable equipment technical manuals	2110.01.18	2110.01.20	2120.01.04	2120.01.13
	2120.01.16	2125.01.03	2125.01.04	2125.01.05
	2125.01.09	2125.01.13	2125.01.15	2125.01.16
	2149.01.02	2149.01.05	2149.01.16	2149.01.18
	2149.01.20	2181.01.08	2181.01.11	2181.01.13
	2181.01.14			
JOINT OPERATIONS PLANNING, VOLUMES I-IV	2102.01.01			
Local Unit SOP	2181.01.11			
Local policies/procedures	2110.01.11			
NAVSEATM-50420-AA-RAD-010	2149.01.11			
NTP 3 Series	2120.01.11	2125.01.11	2149.01.14	2181.01.01
UM-MCPDS 5605	2125.01.14			
UMPLMS	2125.01.14			
Users Logistics Support Summary (ULSS)	2102.01.04			
29 CFR 1910.1200, Occupational Safety and Health Standards, Hazard Communication	2110.01.08	2120.01.07	2125.01.07	2149.01.10
FMFM 3-1, COMMAND AND STAFF ACTION	2102.01.01	2102.01.02	2102.01.05	
MCBUL 3000, TABLE OF MARES LOGISTICS REPORTABLE EQUIPMENT	2102.01.06	2102.01.07	2181.01.03	
MCO 11262.2, LOAD TEST	2110.01.08			

Appendix D to  
ENCLOSURE (5)

REFERENCES	TASK NUMBERS			
MCO 3000.11, MARINE CORPS GROUND EQUIPMENT RESOURCE REPORTING (MCGERR)	2120.01.03	2181.01.03		
MCO 4400.16, UNIFORM MATERIAL MOVEMENT ISSUE AND PRIORITY SYSTEM (UMMIPS)	2149.01.08			
MCO 4731.1, OIL ANALYSIS PROGRAM FOR GROUND EQUIPMENT	2110.01.07			
MCO 4733.1, MARINE CORPS TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) CALIBRATION AND MAINTENANCE PROGRAM (CAMP)	2102.01.03	2110.01.06	2125.01.06	2149.01.09
MCO 4855.10, PRODUCT QUALITY DEFICIENCY REPORT (PQDR)	2149.01.09			
MCO 4855.4, QUALITY ASSURANCE PROGRAM	2110.01.04			
MCO 5100.29, MARINE CORPS SAFETY PROGRAM	2125.01.07			
MCO 5100.8, MARINE CORPS GROUND OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM	2110.01.08	2149.01.11	2181.01.07	
MCO 5104.3, MARINE CORPS RADIATION SAFETY PROGRAM	2125.01.07	2149.01.11		
MCO 5215.1, MARINE CORPS DIRECTIVES SYSTEM	2110.01.16			
MCO 5216.16, PROPER USE OF THE TERMS REFERENCE AND ENCLOSURE	2120.01.11 2181.01.01	2125.01.11	2149.01.11	2149.01.14
MCO 5500.6, ARMING OF SECURITY AND LAW ENFORCEMENT (LE) PERSONNEL AND THE USE OF FORCE	2120.01.17	2125.01.17	2181.01.15	
MCO 5600.31, MC PUBLICATIONS AND PRINTING	2110.01.16			
MCO 8010.1, CLASS V (W) SUP FMF CBT OP	2102.01.10			
MCO 8400.6, LICENSE PROCEDURES FOR ORDNANCE VEHICLES	2110.01.15			
MCO P1070.12, IRAM	2120.01.11	2125.01.11	2149.01.14	2181.01.01
MCO P4400.105, RADIOACTIVE COMMODITIES DOD SYS	2149.01.11	2149.01.15		
MCO P4400.150, CONSUMER LEVEL SUPPLY POLICY MANUAL	2120.01.12	2125.01.02	2125.01.12	

Appendix D to  
ENCLOSURE (5)

REFERENCES	TASK NUMBERS			
MCO P4450.12, STORAGE AND HANDLING OF HAZARDOUS MATERIALS	2149.01.08	2149.01.10		
MCO P4790.1, MIMMS INTRODUCTION MANUAL	2102.01.03 2120.01.08 2181.01.02	2110.01.02 2125.01.08	2110.01.12 2149.01.09	2120.01.02 2149.01.13
MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL	2102.01.03 2110.01.01 2110.01.12 2120.01.02 2120.01.06 2120.01.10 2120.01.16 2125.01.04 2125.01.09 2125.01.15 2149.01.02 2149.01.06 2149.01.10 2149.01.17 2181.01.04 2181.01.08 2181.01.13	2102.01.05 2110.01.02 2110.01.13 2120.01.03 2120.01.07 2120.01.12 2125.01.01 2125.01.06 2125.01.10 2125.01.16 2149.01.03 2149.01.07 2149.01.12 2149.01.19 2181.01.05 2181.01.09 2181.01.14	2102.01.07 2110.01.03 2110.01.18 2120.01.04 2120.01.08 2120.01.14 2125.01.02 2125.01.07 2125.01.12 2125.01.18 2149.01.04 2149.01.08 2149.01.13 2181.01.02 2181.01.06 2181.01.10 2181.01.16	2102.01.08 2110.01.04 2120.01.01 2120.01.05 2120.01.09 2120.01.15 2125.01.03 2125.01.08 2125.01.14 2149.01.01 2149.01.05 2149.01.09 2149.01.15 2181.01.03 2181.01.07 2181.01.12
MCO P4855.10, QUALITY DEFICIENCY RPT	2110.01.04	2120.01.04	2125.01.04	2181.01.04
MCO P4855.4, QUALITY ASSURANCE PROGRAM	2110.01.04	2181.01.04		
MCO P5090.2, ENVIRONMENTAL COMPLIANCE AND PROTECTION MANUAL	2149.01.10	2149.01.11		
MCO P5215.1, USMC DIRECTIVES SYSTEM	2125.01.14	2149.01.04	2181.01.12	
MCO P5215.17, USMC TECHNICAL PUBLICATIONS SYSTEM	2125.01.14			
MCO P5600.31, MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS	2149.01.04	2181.01.12		
OPNAVINST 5500.29, DEADLY FORCE	2120.01.17	2125.01.17	2181.01.15	
OPNAVINST 5530.13, PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES	2102.01.09 2125.01.09	2110.01.19 2125.01.17	2120.01.09 2181.01.15	2120.01.17
OPNAVINST 5530.14, PHYSICAL SECURITY AND LOSS PREVENTION	2120.01.09 2181.01.15	2120.01.17	2125.01.09	2125.01.17
SECNAVINST 5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL	2102.01.02 2125.01.11	2110.01.11 2149.01.14	2110.01.12 2181.01.01	2120.01.11 2181.01.16
SL-1-2, Index of Authorized Publications for Equipment Support	2149.01.06	2181.01.05		

REFERENCES	TASK NUMBERS			
SL-1-3, Index of Authorized Publications for Equipment Support	2149.01.06	2181.01.05		
TB MED 524, Control of Hazards to Health from Laser Radiation	2149.01.11			
TI 5600, Publication Info MC Equipment	2149.01.06	2181.01.05		
TI-4733-15/1, Calibration Requirements USMC TMDE CAMP	2110.01.06	2149.01.07	2181.01.06	
TI-4733-15/11, Infantry Weapons Gauge Calibration Exchange Program	2125.01.06	2149.01.07	2181.01.06	
TI-5104-15/2, Special Handling Considerations Tritium Fire Control	2149.01.11			
TM 3080-12, Corrosion Control for Marine Corps Ground Equipment	2120.01.15	2125.01.15	2149.01.09	2181.01.13
TM 4700-15/1, Ground Equipment Record Procedures Manual	2102.01.02	2102.01.03	2110.01.02	2110.01.05
	2110.01.11	2110.01.12	2110.01.17	2110.01.18
	2120.01.02	2120.01.03	2120.01.05	2120.01.06
	2120.01.07	2120.01.10	2120.01.15	2125.01.06
	2125.01.07	2125.01.15	2125.01.16	2149.01.01
	2149.01.05	2149.01.06	2149.01.07	2149.01.13
	2149.01.17	2149.01.19	2181.01.02	2181.01.03
	2181.01.05	2181.01.06	2181.01.07	2181.01.13
UM 4400-124, FMF SASSY Using Unit Procedures	2125.01.02	2149.01.03	2149.01.08	2181.01.02
UM 4790-5, MIMMS AIS Field Maintenance Procedures	2102.01.05	2102.01.06	2102.01.07	2110.01.02
	2110.01.12	2120.01.02	2149.01.01	2149.01.03
	2181.01.02			
UM-PLMS, Publication Library Management System	2149.01.04	2181.01.12		

Appendix D to  
ENCLOSURE (5)

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).
2. Format. For each ITS, the following elements of information are provided:
  - a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or job. It is a clearly stated, performance-oriented action requiring a learned skill.
  - b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.
  - c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.
  - d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.
  - e. REFERENCES. References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.
  - f. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.
  - g. INITIAL TRAINING SETTING. All ITSs are assigned an Initial Training Setting that includes a specific location for initial instruction (Formal School or MOJT), level of training required at that location (Standard or Preliminary), a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" rank (the lowest rank at which task proficiency is required).
  - h. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials (except ammunition and Marine Corps Institute (MCI) publications) required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(\*).
  - i. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.
  - j. CURRENT MCI(S) (Optional). This section includes a list of any currently available MCI publications designed to provide training related to this task.

ENCLOSURE (6)

MOS 2102, ORDNANCE OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 2102.01.01 SERVE AS A TECHNICAL ADVISOR TO THE COMMANDING GENERAL

CONDITION(S): Provided direction by the Commanding General or his staff and applicable references.

STANDARD(S): To ensure the procedures for proper maintenance and distribution of ordnance equipment are emplaced and adhered to per the references.

PERFORMANCE STEPS:

1. Prepare information/guidance/recommendations on all matters relating to ordnance issues.
2. Compose staffing papers on ordnance related material and issues.
3. Staff/conduct ordnance related briefings.
4. Serve as ordnance specialist on various staffs. (JTF, MEF, DIV)

REFERENCE(S):

1. ARMED FORCES STAFF COLLEGE PUBLICATION 1
2. JOINT OPERATIONS PLANNING, VOLUMES I-IV
3. FMFM 3-1, COMMAND AND STAFF ACTION

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (Maj)

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TASK: 2102.01.02 PUBLISH ORDNANCE POLICIES, DIRECTIVES, AND REGULATIONS

CONDITION(S): Given appropriate data, information, security directives in the 5500 series, MCOs in the 8000 series, and other applicable references.

STANDARD(S): To ensure compliance of all ordnance procedures and programs of subordinate commands per the references.

PERFORMANCE STEPS:

1. Review applicable directives.
2. Write SOP, policy statements, and directives.
3. Staff documents through appropriate staff sections and subordinate commands.
4. Publish policies/directives/regulations.

Appendix A to  
ENCLOSURE (6)

REFERENCE(S):

1. FMFM 3-1, COMMAND AND STAFF ACTION
2. SECNAVINST 5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (3) Req By (Maj)

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TASK: 2102.01.03 PROVIDE TECHNICAL SUPERVISION FOR ORDNANCE ACTIVITIES THROUGHOUT THE COMMAND

CONDITION(S): Given applicable MCOs in the 4400 series, equipment associated technical publications, and other applicable references.

STANDARD(S): To ensure all procedures for ordnance programs are adhered to per the references.

PERFORMANCE STEPS:

1. Review applicable references for requirements.
2. Provide guidance to subordinate commands on ordnance matters.
3. Schedule/supervise/conduct inspections of equipment, records, and procedures.
4. Analyze results of inspections.
5. Provide guidance and recommendations to ordnance maintenance officers and commanders of subordinate commands for improvements.

REFERENCE(S):

1. MCO 4733.1, MARINE CORPS TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) CALIBRATION AND MAINTENANCE PROGRAM (CAMP)
2. MCO P4790.1, MIMMS INTRODUCTION MANUAL
3. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
4. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (6) Req By (Maj)

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TASK: 2102.01.04 SUPERVISE THE INTEGRATION OF NEW ORDNANCE EQUIPMENT ITEMS

CONDITION(S): Given new items of ordnance, advanced logistics orders, special guidance published by MARCORSYSCOM and MARCORLOGBASES, and reference.

Appendix A to  
ENCLOSURE (6)



STANDARD(S): To ensure that equipment is fielded to appropriate levels per the reference.

PERFORMANCE STEPS:

1. Review, staff, and provide comments on draft Advanced Logistic Orders and Material Fielding Plans for new items of ordnance equipment.
2. Provide command requirements as requested.
3. Establish priorities of distribution to subordinate commands.
4. Coordinate shipments between issuing agency and receiving units.
5. Ensure proper inventory/packing/shipping procedures are followed.
6. Coordinate turn-in of old equipment.
7. Submit request to place new equipment in service.
8. Review ULSS and recommend training requirements for newly fielded equipment.

REFERENCE(S):

1. Users Logistics Support Summary (ULSS)

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (24) Req By (Capt)

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TASK: 2102.01.05 EXECUTE MAINTENANCE APPENDICES FOR THE LOGISTICS ANNEX OF OPERATION ORDERS

CONDITION(S): Given an operation plan, equipment list, an ordnance maintenance detachment assigned second and limited third echelon repair responsibility, applicable MCOs in the 4400 series, and other applicable references.

STANDARD(S): To support all the mission requirements of a field unit per the references.

PERFORMANCE STEPS:

1. Establish assigned maintenance mission based on the operation plan.
2. Identify support personnel requirements based on the operation plan.
3. Determine support equipment requirements based on operation plan.
4. Establish maintenance administration requirements based on operation plan.
5. Write ordnance maintenance support annex.
6. Direct and supervise training of maintenance personnel.
7. Direct and supervise pre/post deployment LTIs on ordnance equipment.

Appendix A to  
ENCLOSURE (6)

8. Identify hazardous materials, hazardous waste, and other material requiring special handling.

REFERENCE(S):

1. FMFM 3-1, COMMAND AND STAFF ACTION
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. UM 4790-5, MIMMS AIS Field Maintenance Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (Capt)

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TASK: 2102.01.06 PROVIDE TECHNICAL GUIDANCE FOR ORDNANCE COMMODITY MAINTENANCE FUNCTIONS

CONDITION(S): Given applicable references.

STANDARD(S): To ensure correct information concerning all maintenance matters having significant impact on ordnance equipment readiness is provided to the commander per the references.

PERFORMANCE STEPS:

1. Review readiness reports.
2. Maintain communications with supporting unit maintenance personnel.
3. Analyze problems/deficiencies.
4. Inform commander of deficiencies in equipment and maintenance resources significantly impacting readiness.
5. Recommend command action to rectify problems.
6. Monitor Marine Corps special programs for compliance.

REFERENCE(S):

1. MCBUL 3000, TABLE OF MARES LOGISTICS REPORTABLE EQUIPMENT
2. UM 4790-5, MIMMS AIS Field Maintenance Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (Capt)

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TASK: 2102.01.07 MANAGE UNIT ORDNANCE MAINTENANCE OPERATIONS

CONDITION(S): Given applicable references.

STANDARD(S): To ensure that ordnance equipment remains combat ready per the references.

Appendix A to  
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Review automated reports.
2. Plan maintenance work load based on resources, authorized level of maintenance, priorities, and tactical situations.
3. Establish and maintain a quality control program.
4. Conduct inspections of ordnance material and records.
5. Review maintenance management procedures for ordnance and correct deviations from published procedures.
6. Act as liaison with internal and external agencies concerning ordnance matters.

REFERENCE(S):

1. MCBUL 3000, TABLE OF MARES LOGISTICS REPORTABLE EQUIPMENT
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. UM 4790-5, MIMMS AIS Field Maintenance Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (Capt)

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TASK: 2102.01.08 COORDINATE ORDNANCE RELATED FIELD MAINTENANCE SUPPORT FOR DEPLOYED UNITS

CONDITION(S): Given a maintenance management SOP, an ordnance maintenance detachment assigned second and limited third echelon repair responsibility, and the reference.

STANDARD(S): To support all the mission requirements of a deployed unit per the reference.

PERFORMANCE STEPS:

1. Establish assigned maintenance mission based on the operation plan.
2. Identify support personnel requirements based on the operation plan.
3. Determine support equipment requirements based on operation plan.
4. Establish maintenance administrative requirements in support of the mission.
5. Conduct training of maintenance personnel based on the operation plan.
6. Conduct pre/post deployment limited technical inspections on all ordnance equipment assigned to the exercise.
7. Establish MIMMS/SASSY procedures to be performed during the exercise.
8. Conduct inventories of all support equipment identified by the T/E.

Appendix A to  
ENCLOSURE (6)

9. Identify all tool sets, kits, and chests required to support the exercise.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (Capt)

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TASK: 2102.01.09 MANAGE PHYSICAL SECURITY REGULATIONS FOR UNIT ORDNANCE ASSETS

CONDITION(S): Given the reference.

STANDARD(S): To ensure that ordnance assets are properly safeguarded from theft per the reference.

PERFORMANCE STEPS:

1. Review current security regulations.
2. Conduct physical inspection of ordnance storage and maintenance facilities.
3. Make recommendations for corrective action.
4. Follow-up corrective action.
5. Ensure an annual physical security evaluation is completed and records of these evaluations are maintained.
6. Ensure corrective action is taken to remedy noted discrepancies.

REFERENCE(S):

1. OPNAVINST 5530.13, PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Capt)

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TASK: 2102.01.10 MANAGE UNIT AMMUNITION CONTROL PROGRAM

CONDITION(S): Given utilization estimates, training requirements, ammunition requisitions, ammunition records, notices of ammunition reclassification, ammunition malfunction reports, and the reference.

STANDARD(S): To ensure that all training and mission requirements are completed per the reference.

PERFORMANCE STEPS:

1. Review MCO 8010.1 for allowances.
2. Consolidate unit expectation reports.
3. Review operational and training requirements for ammunition reclassification.

4. Screen notices of ammunition reclassification (NAR) evaluating impact on training.
5. Review ammunition malfunction reports for completeness and accuracy.
6. Screen ammunition requisitions.
7. Review unit ammunition records for completeness and accuracy.
8. Make comments and recommendations.
9. Provide technical expertise and assistance.
10. Review non-combat expenditure allowances (NCEA) and mission load allowances (MLA) for aviation ordnance.

REFERENCE(S):

1. MCO 8010.1, CLASS V (W) SUP FMF CBT OP

INITIAL TRAINING SETTING: Formal School (Standard) Sustainment (12) Req By (Capt)

Appendix A to  
ENCLOSURE (6)

MOS 2110, ORDNANCE VEHICLE MAINTENANCE OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 2110.01.01 REVIEW CURRENT ORDNANCE POLICIES AND PROCEDURES

CONDITION(S): Given the reference.

STANDARD(S): To ensure compliance with current orders and directives per the reference.

PERFORMANCE STEPS:

1. Review established policies and procedures.
2. Submit recommended changes.
3. Ensure applicable policies are available to required personnel.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.02 MANAGE SHOP SUPPLY PROCEDURES

CONDITION(S): Given mission requirements and applicable references.

STANDARD(S): To ensure that all shop maintenance and mission requirements are completed per the references.

PERFORMANCE STEPS:

1. Ensure established supply procedures are followed.
2. Monitor required LOG-AIS reports.
3. Ensure reports are updated in a timely manner.

REFERENCE(S):

1. MCO P4790.1, MIMMS INTRODUCTION MANUAL
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual
4. UM 4790-5, MIMMS AIS Field Maintenance Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

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TASK: 2110.01.03 MANAGE SHOP EQUIPMENT

Appendix B to  
ENCLOSURE (6)

CONDITION(S): Given a T/E listing, equipment records, and the reference.

STANDARD(S): To ensure all equipment is mission capable per the reference.

PERFORMANCE STEPS:

1. Identify and account for T/E assets.
2. Ensure SL-3 shortages/unserviceable asset deficiencies are identified and corrected.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.04 MANAGE QUALITY CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given applicable references.

STANDARD(S): To ensure equipment repairs are completed and accurate maintenance is performed per the references.

PERFORMANCE STEPS:

1. Review or establish quality control procedures.
2. Ensure personnel are trained and assigned to conduct the quality control program.
3. Submit quality deficiency reports (QDR) as required.

REFERENCE(S):

1. MCO 4855.4, QUALITY ASSURANCE PROGRAM
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. MCO P4855.10, QUALITY DEFICIENCY RPT
4. MCO P4855.4, QUALITY ASSURANCE PROGRAM

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.05 MANAGE MODIFICATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, and the reference.

STANDARD(S): To ensure that all current applicable equipment modifications are completed per the reference.

Appendix B to  
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Identify equipment requiring modification.
2. Verify equipment configuration.

REFERENCE(S):

1. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.06 MANAGE CALIBRATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records and applicable references.

STANDARD(S): To ensure all required calibration is accurately completed per the references.

PERFORMANCE STEPS:

1. Identify equipment requiring calibration.
2. Ensure equipment is maintained in a valid and current calibrated status.

REFERENCE(S):

1. MCO 4733.1, MARINE CORPS TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) CALIBRATION AND MAINTENANCE PROGRAM (CAMP)
2. TI-4733-15/1, Calibration Requirements USMC TMDE CAMP

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.07 MANAGE UNIT OIL ANALYSIS PROGRAM FOR ORDNANCE VEHICLES

CONDITION(S): Given a T/E listing, equipment records, preventive maintenance schedules, and the reference.

STANDARD(S): To ensure all requirements for oil analysis are accurately completed per the reference.

PERFORMANCE STEPS:

1. Determine equipment requiring JOAP.
2. Conduct JOAP per current directives.

REFERENCE(S):

1. MCO 4731.1, OIL ANALYSIS PROGRAM FOR GROUND EQUIPMENT

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)



TASK: 2110.01.08 MANAGE SAFETY PROGRAMS FOR ORDNANCE SHOPS AND/OR ARMORIES

CONDITION(S): Given applicable references.

STANDARD(S): To ensure that the highest level of safety in the work environment is maintained per the references.

PERFORMANCE STEPS:

1. Review established safety program.
2. Comply with OSHA policies and procedures.
3. Comply with HAZMAT handling and reporting procedures.
4. Implement necessary corrective actions.
5. Ensure qualified personnel are administering the program.
6. Monitor all programs.
7. Establish, review, and maintain load testing procedures.

REFERENCE(S):

1. 29 CFR 1910.1200, Occupational Safety and Health Standards, Hazard Communication
2. MCO 11262.2, LOAD TEST
3. MCO 5100.8, MARINE CORPS GROUND OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.09 MANAGE MOS/MAINTENANCE MANAGEMENT TRAINING FOR ORDNANCE PERSONNEL

CONDITION(S): Given a T/O listing, personnel records, and mission requirements.

STANDARD(S): To ensure that personnel are trained to the highest level available.

PERFORMANCE STEPS:

1. Determine minimum requirements according to the Individual Training Standards (ITS).
2. Establish a schedule.
3. Ensure qualified instructors are present and classes are conducted.
4. Monitor the training process.
5. Ensure training is documented.

6. Establish a program to foster On-the-job training including cross training in other MOSs where possible.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (WO)

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TASK: 2110.01.10 MANAGE UNIT ADMINISTRATIVE STORAGE PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, and mission requirements.

STANDARD(S): To ensure all equipment is properly and securely stored.

PERFORMANCE STEPS:

1. Identify administrative storage requirement.
2. Review unit administrative storage program for effectiveness.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.11 MANAGE SHOP ADMINISTRATIVE FUNCTIONS

CONDITION(S): Given applicable references.

STANDARD(S): To ensure that personnel comply with all administrative requirements per the references.

PERFORMANCE STEPS:

1. Determine administrative requirements.
2. Assign clearly defined administrative tasks to appropriate personnel.

REFERENCE(S):

1. Local policies/procedures
2. SECNAVINST 5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.12 PREPARE ROUTINE CORRESPONDENCE, NAVAL MESSAGES, AND REPORTS

CONDITION(S): Given required references.

Appendix B to  
ENCLOSURE (6)

STANDARD(S): To ensure that information and procedures are accurately and properly completed per the references.

PERFORMANCE STEPS:

1. Draft correspondence as required.
2. Draft messages as required.

REFERENCE(S):

1. MCO P4790.1, MIMMS INTRODUCTION MANUAL
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. SECNAVINST 5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL
4. TM 4700-15/1, Ground Equipment Record Procedures Manual
5. UM 4790-5, MIMMS AIS Field Maintenance Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.13 MANAGE TOOL CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and the reference.

STANDARD(S): To ensure that tool accountability, serviceability, and control is maintained to the highest level per the reference.

PERFORMANCE STEPS:

1. Determine if procedures have been properly established.
2. Evaluate effectiveness of the program.
3. Ensure necessary changes in the program are implemented in a timely manner.
4. Conduct periodic inspection.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.14 MANAGE EMBARKATION PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, and mission requirements.

STANDARD(S): To ensure accurate, updated, and complete procedures are maintained.

PERFORMANCE STEPS:

1. Identify assets for embarkation to include all required technical manuals and other necessary administrative materials.
2. Prepare assets for embarkation.
3. Coordinate with embarkation personnel on unique embarkation requirements.
4. Embark/debark assets.
5. Conduct periodic inspections to ensure readiness for rapid deployment contingencies.

REFERENCE(S): (NONE)

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.15 MANAGE LICENSING PROGRAM FOR ORDNANCE VEHICLE OPERATORS

CONDITION(S): Given personnel records, mission requirements, and the reference.

STANDARD(S): To ensure all personnel requiring a vehicle license have been properly and thoroughly trained per the reference.

PERFORMANCE STEPS:

1. Identify personnel requiring ordnance vehicle operator's licenses.
2. Determine licensing requirements.
3. Supervise training.
4. Issue licenses upon completion of training.
5. Ensure administrative requirement are completed.

REFERENCE(S):

1. MCO 8400.6, LICENSE PROCEDURES FOR ORDNANCE VEHICLES

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.16 MANAGE PUBLICATION CONTROL PROGRAM

CONDITION(S): Given a T/E listing, mission requirements, and applicable references.

STANDARD(S): To ensure the quantity, serviceability, and accountability of all publications required is maintained per the references.

Appendix B to  
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Determine requirements.
2. Monitor publications control program procedures.

REFERENCE(S):

1. MCO 5215.1, MARINE CORPS DIRECTIVES SYSTEM
2. MCO 5600.31, MC PUBLICATIONS AND PRINTING

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.17 MANAGE PREVENTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and the reference.

STANDARD(S): To ensure all ordnance equipment preventive maintenance is accurately and completely performed per the reference.

PERFORMANCE STEPS:

1. Identify cyclic and special preventive maintenance requirements.
2. Adjust schedule to facilitate training and operational requirements.

REFERENCE(S):

1. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.18 MANAGE CORRECTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure complete readiness of ordnance equipment is maintained per the references.

PERFORMANCE STEPS:

1. Identify corrective maintenance requirements.
2. Prioritize corrective maintenance requirements.
3. Ensure all applicable maintenance and reporting procedures are followed.
4. Monitor progress of corrective maintenance.
5. Ensure quality control procedures are followed.

6. Interact/establish liaison with supporting maintenance activities.
7. Ensure administrative functions are completed.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.19 MANAGE PHYSICAL SECURITY PROCEDURES FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing and the reference.

STANDARD(S): To ensure that all ordnance assets are properly safeguarded from theft per the reference.

PERFORMANCE STEPS:

1. Determine security requirements for ordnance equipment on-hand, to include small arms assets and ammunition.
2. Review the established security procedures for adequacy.
3. Evaluate the facility(s) for compliance with security standards.
4. Ensure qualified personnel are instructed on security requirements and procedures to include accounting for small arms, accountable items, and use of deadly force.
5. Ensure that physical sight counts are performed.
6. Monitor and ensure security procedures are complied with.

REFERENCE(S):

1. OPNAVINST 5530.13, PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2110.01.20 MANAGE RECOVERY OPERATIONS OF ORDNANCE VEHICLES

CONDITION(S): Given the reference.

STANDARD(S): To ensure that procedures are accurately and thoroughly followed and safety is maintained per the reference.

PERFORMANCE STEPS:

1. Determine recovery requirements.
2. Conduct recovery operations.
3. Ensure safety of recovery personnel throughout the recovery operation.

REFERENCE(S):

1. Applicable equipment technical manuals

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

Appendix B to  
ENCLOSURE (6)

MOS 2120, WEAPONS REPAIR OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 2120.01.01 REVIEW CURRENT ORDNANCE POLICIES AND PROCEDURES

CONDITION(S): Given the reference.

STANDARD(S): To ensure compliance with current orders and directives per the reference.

PERFORMANCE STEPS:

1. Review established policies and procedures.
2. Submit recommended changes.
3. Ensure applicable policies are available to required personnel.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.02 MANAGE SHOP SUPPLY PROCEDURES

CONDITION(S): Given mission requirements, applicable directives in the 4400 series, and references.

STANDARD(S): To ensure that all shop maintenance and mission requirements are completed per the references.

PERFORMANCE STEPS:

1. Ensure established supply procedures are followed.
2. Monitor required LOG-AIS reports.
3. Ensure reports are updated in a timely manner.

REFERENCE(S):

1. MCO P4790.1, MIMMS INTRODUCTION MANUAL
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual
4. UM 4790-5, MIMMS AIS Field Maintenance Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.03 MANAGE SHOP EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, applicable directives in the 4400 series, and applicable references.

STANDARD(S): To ensure all equipment is mission capable per the references.

PERFORMANCE STEPS:

1. Identify and account for T/E assets.
2. Ensure SL-3 shortages/unserviceable asset deficiencies are identified and corrected.

REFERENCE(S):

1. MCO 3000.11, MARINE CORPS GROUND EQUIPMENT RESOURCE REPORTING (MCGERR)
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.04 MANAGE QUALITY CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given applicable directives in the 1500 series and references.

STANDARD(S): To ensure equipment repairs are completed and accurate maintenance is performed per the references.

PERFORMANCE STEPS:

1. Review or establish quality control procedures.
2. Ensure personnel are trained and assigned to conduct the quality control program.
3. Submit quality deficiency reports as required.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. MCO P4855.10, QUALITY DEFICIENCY RPT

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.05 MANAGE MODIFICATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records and applicable references.

Appendix C to  
ENCLOSURE (6)

STANDARD(S): To ensure that all current applicable equipment modifications are completed per the references.

PERFORMANCE STEPS:

1. Identify equipment requiring modification.
2. Verify equipment configuration.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.06 MANAGE CALIBRATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, applicable 4733 directives, and references.

STANDARD(S): To ensure all required calibration is accurately completed per the references.

PERFORMANCE STEPS:

1. Identify equipment requiring calibration.
2. Ensure equipment is maintained in a valid and current calibrated status.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.07 MANAGE SAFETY PROGRAMS FOR ORDNANCE SHOPS AND/OR ARMORIES

CONDITION(S): Given applicable references.

STANDARD(S): To ensure that the highest level of safety in the work environment is maintained per the references.

PERFORMANCE STEPS:

1. Review established safety programs.
2. Comply with OSHA policies and procedures.
3. Comply with HAZMAT handling and reporting procedures.

4. Implement necessary corrective actions.
5. Ensure qualified personnel are administering the program.
6. Monitor all programs.

REFERENCE(S):

1. 29 CFR 1910.1200, Occupational Safety and Health Standards, Hazard Communication
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual

ADMINISTRATIVE INSTRUCTIONS: Safety programs will include but are not limited to the following: Ground safety, fire, hazardous material, lasers radiological, petroleum, oils and lubricants, gases, and road-testing equipment.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.08 MANAGE MOS/MAINTENANCE MANAGEMENT TRAINING FOR ORDNANCE PERSONNEL

CONDITION(S): Given a T/O listing, personnel records, mission requirements, directives in the 1510 series, and references.

STANDARD(S): To ensure that personnel are trained to the highest level available per the references.

PERFORMANCE STEPS:

1. Determine requirements.
2. Establish schedule.
3. Ensure training is conducted.

REFERENCE(S):

1. MCO P4790.1, MIMMS INTRODUCTION MANUAL
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.09 MANAGE UNIT ADMINISTRATIVE STORAGE PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and the reference.

STANDARD(S): To ensure all equipment is properly and securely stored per the reference.

Appendix C to  
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Identify administrative storage requirements.
2. Review unit administrative storage program for effectiveness.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. OPNAVINST 5530.13, PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES
3. OPNAVINST 5530.14, PHYSICAL SECURITY AND LOSS PREVENTION

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.10 MANAGE SHOP ADMINISTRATIVE FUNCTIONS

CONDITION(S): Given applicable references.

STANDARD(S): To ensure that personnel comply with all administrative requirements per the references.

PERFORMANCE STEPS:

1. Determine administrative requirements.
2. Assign clearly defined administrative tasks to appropriate personnel.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.11 PREPARE ROUTINE CORRESPONDENCE, NAVAL MESSAGES, AND REPORTS

CONDITION(S): Given required references.

STANDARD(S): To ensure that information and procedures are accurately and properly completed per the references.

PERFORMANCE STEPS:

1. Draft correspondence as required.
2. Draft messages as required.

Appendix C to  
ENCLOSURE (6)

REFERENCE(S):

1. NTP 3 Series
2. MCO 5216.16, PROPER USE OF THE TERMS REFERENCE AND ENCLOSURE
3. MCO P1070.12, IRAM
4. SECNAVINST 5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.12 MANAGE TOOL CONTROL PROGRAM

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure that tool accountability, serviceability, and control is maintained to the highest level per the references.

PERFORMANCE STEPS:

1. Determine if procedures have been properly established.
2. Evaluate effectiveness of the program.
3. Ensure necessary changes in the program are implemented in a timely manner.
4. Conduct periodic inspection.

REFERENCE(S):

1. MCO P4400.150, CONSUMER LEVEL SUPPLY POLICY MANUAL
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.13 MANAGE EMBARKATION PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable reference.

STANDARD(S): To ensure accurate, updated, and complete procedures are maintained per the reference.

PERFORMANCE STEPS:

1. Identify assets for embarkation to include all required technical manuals and other necessary administrative materials.
2. Prepare assets for embarkation.

3. Coordinate with embarkation personnel on unique embarkation requirements.
4. Embark/debark assets.
5. Conduct periodic inspections to ensure readiness for rapid deployment contingencies.

REFERENCE(S):

1. Applicable equipment technical manuals

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.14 MANAGE PUBLICATION CONTROL PROGRAM

CONDITION(S): Given a T/E listing, mission requirements, and the reference.

STANDARD(S): To ensure the quantity, serviceability, and accountability of all publications required is maintained per the reference.

PERFORMANCE STEPS:

1. Determine requirements.
2. Manage publications control program.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.15 MANAGE PREVENTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure all ordnance equipment preventive maintenance is accurately and completely performed per the references.

PERFORMANCE STEPS:

1. Identify cyclic and special preventive maintenance requirements.
2. Adjust schedule to facilitate training and operational requirements.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. TM 3080-12, Corrosion Control for Marine Corps Ground Equipment
3. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.16 MANAGE CORRECTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure complete readiness of ordnance equipment is maintained per the references.

PERFORMANCE STEPS:

1. Identify corrective maintenance requirements.
2. Prioritize corrective maintenance requirements.
3. Ensure all applicable maintenance and reporting procedures are followed.
4. Monitor progress of corrective maintenance.
5. Ensure quality control procedures are followed.
6. Interact/establish liaison with supporting maintenance activities.
7. Ensure administrative functions are completed.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2120.01.17 MANAGE PHYSICAL SECURITY PROCEDURES FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing and applicable references.

STANDARD(S): To ensure that all ordnance assets are properly safeguarded from theft per the references.

PERFORMANCE STEPS:

1. Determine security requirements for ordnance equipment on-hand to include small arms assets and ammunition.
2. Review the established security procedures for adequacy.
3. Evaluate the facility(s) for compliance with security standards.

Appendix C to  
ENCLOSURE (6)

4. Ensure qualified personnel are instructed on security requirements and procedures to include accounting for small arms, accountable items, and use of deadly force.
5. Ensure that physical sight counts are performed.
6. Monitor and ensure security procedures are complied with.

REFERENCE(S) :

1. MCO 5500.6, ARMING OF SECURITY AND LAW ENFORCEMENT (LE) PERSONNEL AND THE USE OF FORCE
2. OPNAVINST 5500.29, DEADLY FORCE
3. OPNAVINST 5530.13, PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES
4. OPNAVINST 5530.14, PHYSICAL SECURITY AND LOSS PREVENTION

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

Appendix C to  
ENCLOSURE (6)



MOS 2125, ELECTRO-OPTIC INSTRUMENT REPAIR OFFICER

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 2125.01.01 REVIEW CURRENT ORDANCE POLICIES AND PROCEDURES

CONDITION(S): Given the reference.

STANDARD(S): To ensure compliance with current orders and directives per the reference.

PERFORMANCE STEPS:

1. Review established policies and procedures.
2. Submit recommended changes.
3. Ensure applicable policies are available to required personnel.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.02 MANAGE SHOP SUPPLY PROCEDURES

CONDITION(S): Given mission requirements and applicable references.

STANDARD(S): To ensure that all shop maintenance and mission requirements are completed per the references.

PERFORMANCE STEPS:

1. Ensure established supply procedures are followed.
2. Monitor required LOG-AIS reports.
3. Ensure reports are updated in a timely manner.

REFERENCE(S):

1. MCO P4400.150, CONSUMER LEVEL SUPPLY POLICY MANUAL
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. UM 4400-124, FMF SASSY Using Unit Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.03 MANAGE SHOP EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, and applicable references.

Appendix D to  
ENCLOSURE (6)

STANDARD(S): To ensure all equipment is mission capable per the references.

PERFORMANCE STEPS:

1. Identify and account for T/E assets.
2. Ensure that all SL-3 shortages/unserviceable asset deficiencies are identified and corrected.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.04 MANAGE QUALITY CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given applicable references.

STANDARD(S): To ensure equipment repairs are completed and accurate maintenance is performed per the references.

PERFORMANCE STEPS:

1. Review or establish quality control procedures.
2. Ensure personnel are trained and assigned to conduct the quality control program.
3. Submit quality deficiency reports (QDR) as required.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. MCO P4855.10, QUALITY DEFICIENCY RPT

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.05 MANAGE MODIFICATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records and the reference.

STANDARD(S): To ensure that all current applicable equipment modifications are completed per the reference.

Appendix D to  
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Identify equipment requiring modification.
2. Verify equipment configuration.

REFERENCE(S):

1. Applicable equipment technical manuals

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.06 MANAGE CALIBRATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records and applicable references.

STANDARD(S): To ensure all required calibration is accurately completed per the references.

PERFORMANCE STEPS:

1. Identify equipment requiring calibration.
2. Ensure equipment is maintained in a valid and current calibrated status.

REFERENCE(S):

1. MCO 4733.1, MARINE CORPS TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) CALIBRATION AND MAINTENANCE PROGRAM (CAMP)
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TI-4733-15/11, Infantry Weapons Gauge Calibration Exchange Program
4. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.07 MANAGE SAFETY PROGRAMS FOR ORDNANCE SHOPS AND/OR ARMORIES

CONDITION(S): Given applicable references.

STANDARD(S): To ensure that the highest level of safety in the work environment is maintained per the references.

PERFORMANCE STEPS:

1. Comply with OSHA policies and procedures.
2. Comply with HAZMAT handling and reporting procedures.
3. Implement necessary corrective actions.

Appendix D to  
ENCLOSURE (6)

4. Ensure qualified personnel are administering the program.
5. Review established safety programs.
6. Comply with radiation safety policies and procedures.
7. Comply with laser safety policies and procedures.
8. Monitor all programs.

REFERENCE(S):

1. 29 CFR 1910.1200, Occupational Safety and Health Standards, Hazard Communication
2. MCO 5100.29, MARINE CORPS SAFETY PROGRAM
3. MCO 5104.3, MARINE CORPS RADIATION SAFETY PROGRAM
4. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
5. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.08 MANAGE MOS/MAINTENANCE MANAGEMENT TRAINING FOR ORDNANCE PERSONNEL

CONDITION(S): Given a T/O listing, personnel records, mission requirements, and applicable references.

STANDARD(S): To ensure that personnel are trained to the highest level available per the references.

PERFORMANCE STEPS:

1. Determine minimum requirements according to the Individual Training Standards (ITS).
2. Establish a schedule.
3. Ensure qualified instructors are present and classes are conducted.
4. Monitor the training process.
5. Ensure training is documented.

REFERENCE(S):

1. MCO P4790.1, MIMMS INTRODUCTION MANUAL
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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Appendix D to  
ENCLOSURE (6)

TASK: 2125.01.09 MANAGE UNIT ADMINISTRATIVE STORAGE PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure all equipment is properly and securely stored per the references.

PERFORMANCE STEPS:

1. Identify administrative storage requirements.
2. Review unit administrative storage program for effectiveness.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. OPNAVINST 5530.13, PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES
4. OPNAVINST 5530.14, PHYSICAL SECURITY AND LOSS PREVENTION

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.10 MANAGE SHOP ADMINISTRATIVE FUNCTIONS

CONDITION(S): Given the reference.

STANDARD(S): To ensure that personnel comply with all administrative requirements per the reference.

PERFORMANCE STEPS:

1. Determine administrative requirements.
2. Assign clearly defined administrative tasks to appropriate personnel.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.11 PREPARE ROUTINE CORRESPONDENCE, NAVAL MESSAGES, AND REPORTS

CONDITION(S): Given required references.

STANDARD(S): To ensure that information and procedures are accurately and properly completed per the references.

PERFORMANCE STEPS:

1. Draft correspondence as required.
2. Draft messages as required.

REFERENCE(S):

1. NTP 3 Series
2. MCO 5216.16, PROPER USE OF THE TERMS REFERENCE AND ENCLOSURE
3. MCO P1070.12, IRAM
4. SECNAVINST 5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.12 MANAGE TOOL CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure that tool accountability, serviceability, and control is maintained to the highest level per the references.

PERFORMANCE STEPS:

1. Determine if procedures have been properly established.
2. Evaluate effectiveness of the program.
3. Ensure necessary changes in the program are implemented in a timely manner.
4. Conduct periodic inspection.

REFERENCE(S):

1. MCO P4400.150, CONSUMER LEVEL SUPPLY POLICY MANUAL
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.13 MANAGE EMBARKATION PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and the reference.

STANDARD(S): To ensure accurate, updated, and complete procedures are maintained per the reference.

Appendix D to  
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Identify assets for embarkation to include all required technical manuals and other necessary administrative materials.
2. Prepare assets for embarkation.
3. Coordinate with embarkation personnel on unique embarkation requirements.
4. Embark/debark assets.
5. Conduct periodic inspections to ensure readiness for rapid deployment contingencies.

REFERENCE(S):

1. Applicable equipment technical manuals

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.14 MANAGE PUBLICATION CONTROL PROGRAM

CONDITION(S): Given a T/E listing, mission requirements, and applicable references.

STANDARD(S): To ensure the quantity, serviceability, and accountability of all publications required are maintained per the references.

PERFORMANCE STEPS:

1. Determine requirements.
2. Manage publications control program.

REFERENCE(S):

1. UM-MCPDS 5605
2. UMPLMS
3. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
4. MCO P5215.1, USMC DIRECTIVES SYSTEM
5. MCO P5215.17, USMC TECHNICAL PUBLICATIONS SYSTEM

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.15 MANAGE PREVENTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

Appendix D to  
ENCLOSURE (6)

STANDARD(S): To ensure all ordnance equipment preventive maintenance is accurately and completely performed per the references.

PERFORMANCE STEPS:

1. Identify cyclic and special preventive maintenance requirements.
2. Adjust schedule to facilitate training and operational requirements.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 3080-12, Corrosion Control for Marine Corps Ground Equipment
4. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.16 MANAGE CORRECTIVE MAINTENANCE PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure complete readiness of ordnance equipment is maintained per the references.

PERFORMANCE STEPS:

1. Identify corrective maintenance requirements.
2. Prioritize corrective maintenance requirements.
3. Ensure all applicable maintenance and reporting procedures are followed.
4. Monitor progress of corrective maintenance.
5. Ensure quality control procedures are followed.
6. Interact/establish liaison with supporting maintenance activities.
7. Ensure administrative functions are completed.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

Appendix D to  
ENCLOSURE (6)



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TASK: 2125.01.17 MANAGE PHYSICAL SECURITY PROCEDURES FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing and applicable references.

STANDARD(S): To ensure that all ordnance assets are properly safeguarded from theft per the references.

PERFORMANCE STEPS:

1. Determine security requirements for ordnance equipment on-hand, to include small arms assets and ammunition.
2. Review the established security procedures for adequacy.
3. Evaluate the facility(s) for compliance with security standards.
4. Ensure qualified personnel are instructed on security requirements and procedures to include accounting for small arms, accountable items, and use of deadly force.
5. Ensure that physical sight counts are performed.
6. Monitor and ensure security procedures are complied with.

REFERENCE(S):

1. MCO 5500.6, ARMING OF SECURITY AND LAW ENFORCEMENT (LE) PERSONNEL AND THE USE OF FORCE
2. OPNAVINST 5500.29, DEADLY FORCE
3. OPNAVINST 5530.13, PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES
4. OPNAVINST 5530.14, PHYSICAL SECURITY AND LOSS PREVENTION

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

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TASK: 2125.01.18 MANAGE UNIT LEVEL "A" PACK PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given the reference.

STANDARD(S): To ensure that the packaging of ordnance equipment is performed accurately and thoroughly per the reference.

PERFORMANCE STEPS:

1. Review unit level "A" pack program effectiveness.
2. Identify level "A" pack requirements.
3. Ensure equipment has been LTied by IMA prior to packing.

Appendix D to  
ENCLOSURE (6)

MCO 1510.57B  
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4. Monitor equipment to ensure ten percent is checked annually.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (24) Req By (WO)

Appendix D to  
ENCLOSURE (6)

MOS 2149, ORDNANCE VEHICLE MAINTENANCE CHIEF

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 2149.01.01 MAINTAIN MAINTENANCE MANAGEMENT PROGRAMS

CONDITION(S): Given applicable references.

STANDARD(S): To ensure that personnel are in compliance with current orders and directives, and all mission requirements are completed per the references.

PERFORMANCE STEPS:

1. Gather data.
2. Identify procedures to be emplaced.
3. Establish maintenance management programs.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. TM 4700-15/1, Ground Equipment Record Procedures Manual
3. UM 4790-5, MIMMS AIS Field Maintenance Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance and/or repairs limited to authorized echelon of maintenance.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

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TASK: 2149.01.02 MANAGE MAINTENANCE MANAGEMENT TRAINING PROGRAM

CONDITION(S): Given a T/O listing, personnel records, mission requirements, and applicable references.

STANDARD(S): To ensure that personnel are trained to the highest level possible per the references.

PERFORMANCE STEPS:

1. Implement maintenance management administrative training.
2. Schedule technical maintenance training.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

Appendix E to  
ENCLOSURE (6)

TASK: 2149.01.03 MANAGE MAINTENANCE RECORDS AND REPORTS

CONDITION(S): Given applicable references.

STANDARD(S): To ensure that all records and reports are accurately and thoroughly maintained per the references.

PERFORMANCE STEPS:

1. Review Daily Process Report.
2. Review Daily Transaction Listing.
3. Review Table of Authorized Material report.
4. Review Weekly Exception Report.
5. Initiate corrective action for errors on all MIMMS reports.
6. Review and update ordnance vehicle for preventive and corrective maintenance.
7. Supervise Equipment Repair Orders.
8. Supervise LM2 report.
9. Supervise DASF reports.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. UM 4400-124, FMF SASSY Using Unit Procedures
3. UM 4790-5, MIMMS AIS Field Maintenance Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance and/or repairs limited to authorized echelon of maintenance.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

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TASK: 2149.01.04 MANAGE PUBLICATIONS AND DIRECTIVES PROGRAM

CONDITION(S): Given applicable references.

STANDARD(S): To ensure the quantity, serviceability, and accountability of all publications and directives required is maintained per the references.

PERFORMANCE STEPS:

1. Supervise a publication control system.

Appendix E to  
ENCLOSURE (6)

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. MCO P5215.1, USMC DIRECTIVES SYSTEM
3. MCO P5600.31, MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS
4. UM-PLMS, Publication Library Management System

ADMINISTRATIVE INSTRUCTIONS: Maintenance and/or repairs limited to authorized echelon of maintenance.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

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TASK: 2149.01.05 MANAGE PREVENTIVE AND CORRECTIVE MAINTENANCE PROGRAMS

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure that all preventive and corrective maintenance is performed accurately and thoroughly per the references.

PERFORMANCE STEPS:

1. Supervise ordnance vehicle and/or associated weapons for preventive and corrective maintenance.
2. Supervise Ordnance vehicles for preventive and corrective maintenance.
3. Supervise Upgunned Weapons Station optical equipment for preventive and corrective maintenance.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance and/or repairs limited to authorized echelon of maintenance.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

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TASK: 2149.01.06 MANAGE MODIFICATION CONTROL PROGRAM

CONDITION(S): Given a T/E listing, equipment records, and applicable references.

Appendix E to  
ENCLOSURE (6)

STANDARD(S): To ensure that all current applicable equipment modifications are completed per the references.

PERFORMANCE STEPS:

1. Supervise a modification control program.
2. Verify equipment configuration.
3. Supervise the modification control program.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. SL-1-2, Index of Authorized Publications for Equipment Support
3. SL-1-3, Index of Authorized Publications for Equipment Support
4. TI 5600, Publication Info MC Equipment
5. TM 4700-15/1, Ground Equipment Record Procedures Manual

ADMINISTRATIVE INSTRUCTIONS: Maintenance and/or repairs limited to authorized echelon of maintenance.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

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TASK: 2149.01.07 MANAGE SUPPORT AND TEST EQUIPMENT PROGRAM

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure that all maintenance and mission requirements are completed per the references.

PERFORMANCE STEPS:

1. Supervise tool control programs.
2. Establish an Infantry Weapons Gauge Calibration Exchange Program (IWGCEP)

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. TI-4733-15/1, Calibration Requirements USMC TMDE CAMP
3. TI-4733-15/11, Infantry Weapons Gauge Calibration Exchange Program
4. TM 4700-15/1, Ground Equipment Record Procedures Manual

Appendix E to  
ENCLOSURE (6)

ADMINISTRATIVE INSTRUCTIONS: Maintenance and/or repairs limited to authorized echelon of maintenance.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

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TASK: 2149.01.08 MANAGE SUPPLY SUPPORT PROGRAM

CONDITION(S): Given mission requirements and applicable references.

STANDARD(S): To ensure that all shop maintenance and mission requirements are completed per the references.

PERFORMANCE STEPS:

1. Supervise requisitioning procedures.
2. Supervise PEB/layette's procedures.
3. Supervise maintenance/supply reconciliations.

REFERENCE(S):

1. MCO 4400.16, UNIFORM MATERIAL MOVEMENT ISSUE AND PRIORITY SYSTEM (UMMIPS)
2. MCO P4450.12, STORAGE AND HANDLING OF HAZARDOUS MATERIALS
3. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
4. UM 4400-124, FMF SASSY Using Unit Procedures

ADMINISTRATIVE INSTRUCTIONS: Maintenance and/or repairs limited to authorized echelon of maintenance.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

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TASK: 2149.01.09 MANAGE MAINTENANCE RELATED PROGRAMS

CONDITION(S): Given applicable references.

STANDARD(S): To ensure that all maintenance and mission requirements are completed per the references.

PERFORMANCE STEPS:

1. Supervise a Product Quality Deficiency Report program.
2. Supervise Corrosion Prevention And Control program.
3. Supervise Quality Control program.

Appendix E to  
ENCLOSURE (6)

REFERENCE(S):

1. MCO 4733.1, MARINE CORPS TEST, MEASUREMENT, AND DIAGNOSTIC EQUIPMENT (TMDE) CALIBRATION AND MAINTENANCE PROGRAM (CAMP)
2. MCO 4855.10, PRODUCT QUALITY DEFICIENCY REPORT (PQDR)
3. MCO P4790.1, MIMMS INTRODUCTION MANUAL
4. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
5. TM 3080-12, Corrosion Control for Marine Corps Ground Equipment

ADMINISTRATIVE INSTRUCTIONS: Maintenance and/or repairs limited to authorized echelon of maintenance.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

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TASK: 2149.01.10 MANAGE HAZARDOUS MATERIAL (HAZMAT) PROGRAM

CONDITION(S): Given applicable references.

STANDARD(S): To ensure that all laws, regulations, orders, and guidelines are complied with per the references.

PERFORMANCE STEPS:

1. Review the established HAZMAT program.
2. Identify federal, state, and local EPA requirements.
3. Supervise the utilization of required/recommended handling protection when working with HAZMAT.

REFERENCE(S):

1. 29 CFR 1910.1200, Occupational Safety and Health Standards, Hazard Communication
2. MCO P4450.12, STORAGE AND HANDLING OF HAZARDOUS MATERIALS
3. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
4. MCO P5090.2, ENVIRONMENTAL COMPLIANCE AND PROTECTION MANUAL

ADMINISTRATIVE INSTRUCTIONS: Maintenance and/or repairs limited to authorized echelon of maintenance.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

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TASK: 2149.01.11 MANAGE RADIOLOGICAL SAFETY PROGRAM

Appendix E to  
ENCLOSURE (6)



CONDITION(S): Given radiological material in both a field and garrison working environment, technical manuals, and directives.

STANDARD(S): To ensure that all policies and procedures are followed, and are in compliance with current orders and directives per the references.

PERFORMANCE STEPS:

1. Review the established radiological safety program.
2. Identify on-hand assets containing radiological materials.
3. Supervise the utilization required/recommended handling protection when working with assets containing radiological material.

REFERENCE(S):

1. NAVSEATM-50420-AA-RAD-010
2. MCO 5100.8, MARINE CORPS GROUND OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM
3. MCO 5104.3, MARINE CORPS RADIATION SAFETY PROGRAM
4. MCO 5216.16, PROPER USE OF THE TERMS REFERENCE AND ENCLOSURE
5. MCO P4400.105, RADIOACTIVE COMMODITIES DOD SYS
6. MCO P5090.2, ENVIRONMENTAL COMPLIANCE AND PROTECTION MANUAL
7. TB MED 524, Control of Hazards to Health from Laser Radiation
8. TI-5104-15/2, Special Handling Considerations Tritium Fire Control

ADMINISTRATIVE INSTRUCTIONS: Maintenance and/or repairs limited to authorized echelon of maintenance.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (GySgt)

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TASK: 2149.01.12 REVIEW CURRENT ORDNANCE POLICIES AND PROCEDURES

CONDITION(S): Given the reference.

STANDARD(S): To ensure compliance with current orders and directives per the reference.

PERFORMANCE STEPS:

1. Review established policies and procedures.
2. Submit recommended changes.
3. Ensure applicable policies are available to required personnel.

Appendix E to  
ENCLOSURE (6)

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2149.01.13 SUPERVISE SHOP SUPPLY PROCEDURES

CONDITION(S): Given mission requirements, directives in the 4400 series, and references.

STANDARD(S): To ensure that all shop maintenance and mission requirements are completed per the references.

PERFORMANCE STEPS:

1. Ensure established supply procedures are followed.
2. Monitor required LOG-AIS reports.
3. Ensure reports are updated in a timely manner.

REFERENCE(S):

1. MCO P4790.1, MIMMS INTRODUCTION MANUAL
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2149.01.14 PREPARE ROUTINE CORRESPONDENCE, NAVAL MESSAGES, AND REPORTS

CONDITION(S): Given required references.

STANDARD(S): To ensure that information and procedures are accurately and properly completed per the references.

PERFORMANCE STEPS:

1. Draft correspondence as required.
2. Draft messages as required.

REFERENCE(S):

1. NTP 3 Series
2. MCO 5216.16, PROPER USE OF THE TERMS REFERENCE AND ENCLOSURE
3. MCO P1070.12, IRAM

Appendix E to  
ENCLOSURE (6)

4. SECNAVINST 5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2149.01.15 SUPERVISE TOOL CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure that tool accountability, serviceability, and control are maintained to the highest level per the references.

PERFORMANCE STEPS:

1. Determine if procedures have been properly established.
2. Evaluate effectiveness of the program.
3. Ensure necessary changes in the program are implemented in a timely manner.
4. Conduct periodic inspection.

REFERENCE(S):

1. MCO P4400.105, RADIOACTIVE COMMODITIES DOD SYS
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2149.01.16 SUPERVISE EMBARKATION PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and the reference.

STANDARD(S): To ensure accurate, updated, and complete procedures are maintained per the reference.

PERFORMANCE STEPS:

1. Identify assets for embarkation to include all required technical manuals and other necessary administrative materials.
2. Prepare assets for embarkation.
3. Coordinate with embarkation personnel on unique embarkation requirements.
4. Embark/debark assets.
5. Conduct periodic inspections to ensure readiness for rapid deployment contingencies.

Appendix E to  
ENCLOSURE (6)

REFERENCE(S):

1. Applicable equipment technical manuals

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2149.01.17 SUPERVISE UNIT OIL ANALYSIS PROGRAM FOR ORDNANCE VEHICLES

CONDITION(S): Given a T/E listing, equipment records, preventive maintenance schedules, and applicable references.

STANDARD(S): To ensure all requirements for oil analysis are accurately completed per the references.

PERFORMANCE STEPS:

1. Determine equipment requiring JOAP.
2. Supervise JOAP per current directives.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2149.01.18 SUPERVISE RECOVERY OPERATIONS OF ORDNANCE VEHICLES

CONDITION(S): Given the reference.

STANDARD(S): To ensure that procedures are accurately and thoroughly followed and safety is maintained per the reference.

PERFORMANCE STEPS:

1. Determine recovery requirements.
2. Supervise recovery operations.
3. Ensure safety of recovery personnel throughout the recovery operation.

REFERENCE(S):

1. Applicable equipment technical manuals

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2149.01.19 SUPERVISE UNIT OIL ANALYSIS PROGRAM FOR ORDNANCE VEHICLES

CONDITION(S): Given a T/E listing, equipment records, preventive maintenance schedules, and applicable references.

STANDARD(S): To ensure all requirements for oil analysis are accurately completed per the references.

PERFORMANCE STEPS:

1. Determine equipment requiring JOAP.
2. Supervise JOAP per current directives.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2149.01.20 SUPERVISE RECOVERY OPERATIONS OF ORDNANCE VEHICLES

CONDITION(S): Given applicable reference.

STANDARD(S): To ensure that procedures are accurately and thoroughly followed and safety is maintained per the reference.

PERFORMANCE STEPS:

1. Supervise recovery operations.
2. Conduct recovery operations.
3. Ensure safety of recovery personnel throughout the recovery operation.

REFERENCE(S):

1. Applicable equipment technical manuals

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

Appendix E to  
ENCLOSURE (6)

MOS 2181, GROUND ORDNANCE WEAPONS CHIEF/SENIOR GROUND ORDNANCE WEAPONS CHIEF

DUTY AREA 01 - ADMINISTRATIVE FUNCTIONS

TASK: 2181.01.01 SUPERVISE ROUTINE CORRESPONDENCE, NAVAL MESSAGES, AND REPORTS

CONDITION(S): Given required references.

STANDARD(S): To ensure that information and procedures are accurately and properly completed per the references.

PERFORMANCE STEPS:

1. Draft correspondence as required.
2. Draft messages as required.

REFERENCE(S):

1. NTP 3 Series
2. MCO 5216.16, PROPER USE OF THE TERMS REFERENCE AND ENCLOSURE
3. MCO P1070.12, IRAM
4. SECNAVINST 5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.02 SUPERVISE SHOP SUPPLY PROCEDURES

CONDITION(S): Given mission requirements, directives in the 4400 series, and references.

STANDARD(S): To ensure that all shop maintenance and mission requirements are completed per the references.

PERFORMANCE STEPS:

1. Ensure established supply procedures are followed.
2. Monitor required LOG-AIS reports.
3. Ensure reports are updated in a timely manner.

REFERENCE(S):

1. MCO P4790.1, MIMMS INTRODUCTION MANUAL
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual

Appendix F to  
ENCLOSURE (6)

4. UM 4400-124, FMF SASSY Using Unit Procedures
5. UM 4790-5, MIMMS AIS Field Maintenance Procedures

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.03 SUPERVISE SHOP EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, and applicable references.

STANDARD(S): To ensure mission capable equipment is maintained per the references.

PERFORMANCE STEPS:

1. Identify and account for T/E assets.
2. Ensure SL-3 shortages/unserviceable asset deficiencies are identified and corrected.

REFERENCE(S):

1. MCBUL 3000, TABLE OF MARES LOGISTICS REPORTABLE EQUIPMENT
2. MCO 3000.11, MARINE CORPS GROUND EQUIPMENT RESOURCE REPORTING (MCGERR)
3. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
4. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.04 SUPERVISE QUALITY CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given applicable references.

STANDARD(S): To ensure equipment repairs are completed and accurate maintenance is performed per the references.

PERFORMANCE STEPS:

1. Review or establish quality control procedures.
2. Ensure personnel are trained and assigned to conduct the quality control program.
3. Ensure submission quality deficiency reports as required.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. MCO P4855.10, QUALITY DEFICIENCY RPT

Appendix F to  
ENCLOSURE (6)

3. MCO P4855.4, QUALITY ASSURANCE PROGRAM

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.05 SUPERVISE MODIFICATION CONTROL PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records and applicable references.

STANDARD(S): To ensure that all current applicable equipment modifications are completed per the references.

PERFORMANCE STEPS:

1. Identify equipment requiring modification.
2. Verify equipment configuration.
3. Supervise the modification control program.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. SL-1-2, Index of Authorized Publications for Equipment Support
3. SL-1-3, Index of Authorized Publications for Equipment Support
4. TI 5600, Publication Info MC Equipment
5. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.06 MANAGE SUPPORT AND TEST EQUIPMENT PROGRAM

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and references.

STANDARD(S): To ensure all maintenance and mission requirements are completed per the references.

PERFORMANCE STEPS:

1. Supervise tool control programs.
2. Establish a calibration program.
3. Establish an Infantry Weapons Gauge Calibration Exchange Program (IWGCEP).

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL



2. TI-4733-15/1, Calibration Requirements USMC TMDE CAMP
3. TI-4733-15/11, Infantry Weapons Gauge Calibration Exchange Program
4. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.07 SUPERVISE SAFETY PROGRAMS FOR ORDNANCE SHOPS AND/OR ARMORIES

CONDITION(S): Given applicable references.

STANDARD(S): To ensure that the highest level of safety in the work environment is maintained per the references.

PERFORMANCE STEPS:

1. Review established safety programs.
2. Comply with OSHA policies and procedures.
3. Comply with HAZMAT handling and reporting procedures.
4. Implement necessary corrective actions.
5. Ensure qualified personnel are administering safety programs.
6. Monitor all programs.

REFERENCE(S):

1. MCO 5100.8, MARINE CORPS GROUND OCCUPATIONAL SAFETY AND HEALTH (OSH) PROGRAM
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 4700-15/1, Ground Equipment Record Procedures Manual

ADMINISTRATIVE INSTRUCTIONS: Safety programs will include but are not limited to the following: Ground safety, fire, hazardous material, lasers radiological, petroleum oil, and lubricants (POL), gases, and load-testing equipment.

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.08 MANAGE MAINTENANCE MANAGEMENT TRAINING PROGRAM

CONDITION(S): Given a T/O listing, personnel records, mission requirements, and applicable references.

STANDARD(S): To ensure that personnel are trained to the highest level possible per the references.

Appendix F to  
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Implement maintenance management administrative training.
2. Schedule technical maintenance training.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.09 SUPERVISE UNIT ADMINISTRATIVE STORAGE PROGRAM FOR ORDNANCE EQUIPMENT

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and the reference.

STANDARD(S): To ensure all equipment is properly and securely stored per the reference.

PERFORMANCE STEPS:

1. Identify administrative storage requirements.
2. Review unit administrative storage program for effectiveness.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.10 SUPERVISE TOOL CONTROL PROGRAM

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and the reference.

STANDARD(S): To ensure that tool accountability, serviceability, and control is maintained to the highest level per the reference.

PERFORMANCE STEPS:

1. Determine if effective procedures have been properly established.
2. Conduct periodic inspection.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.11 SUPERVISE EMBARKATION PROGRAM

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and the references.

STANDARD(S): To ensure accurate, updated, and complete procedures are maintained per the references.

PERFORMANCE STEPS:

1. Identify assets for embarkation to include all required technical manuals and other necessary administrative materials.
2. Supervise preparation of assets for embarkation.
3. Supervise coordination with embarkation personnel on unique embarkation requirements.
4. Supervise preparation of assets for debarkation.
5. Conduct periodic inspections to ensure readiness for rapid deployment contingencies.

REFERENCE(S):

1. Applicable equipment technical manuals
2. Local Unit SOP

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.12 MANAGE PUBLICATIONS AND DIRECTIVES PROGRAM

CONDITION(S): Given a T/E listing, mission requirements, and applicable references.

STANDARD(S): To ensure the quantity, serviceability, and accountability of all publications required is maintained per the references.

PERFORMANCE STEPS:

1. Determine requirements.
2. Supervise a publications control program.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. MCO P5215.1, USMC DIRECTIVES SYSTEM
3. MCO P5600.31, MARINE CORPS PUBLICATIONS AND PRINTING REGULATIONS
4. UM-PLMS, Publication Library Management System

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.13 SUPERVISE PREVENTIVE MAINTENANCE PROGRAM

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure all ordnance equipment preventive maintenance is accurately and completely performed per the references.

PERFORMANCE STEPS:

1. Identify cyclic and special preventive maintenance requirements.
2. Adjust schedule to facilitate training and operational requirements.

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
3. TM 3080-12, Corrosion Control for Marine Corps Ground Equipment
4. TM 4700-15/1, Ground Equipment Record Procedures Manual

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.14 SUPERVISE CORRECTIVE MAINTENANCE PROGRAM

CONDITION(S): Given a T/E listing, equipment records, mission requirements, and applicable references.

STANDARD(S): To ensure complete readiness of ordnance equipment is maintained per the references.

PERFORMANCE STEPS:

1. Identify corrective maintenance requirements.
2. Supervise the prioritization corrective maintenance requirements.
3. Ensure all applicable maintenance and reporting procedures are followed.
4. Monitor progress of corrective maintenance.
5. Ensure quality control procedures are followed.
6. Interact/establish liaison with supporting maintenance activities.
7. Ensure administrative functions are completed.

Appendix F to  
ENCLOSURE (6)

REFERENCE(S):

1. Applicable equipment technical manuals
2. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.15 SUPERVISE PHYSICAL SECURITY PROCEDURES

CONDITION(S): Given an T/E listing and applicable references.

STANDARD(S): To ensure that all ordnance assets are properly safeguarded from theft per the references.

PERFORMANCE STEPS:

1. Determine security requirements for ordnance equipment on-hand, to include Arms, Ammunition, and Explosives assets.
2. Review the established security procedures for adequacy.
3. Evaluate the facility(s) for compliance with security standards.
4. Ensure qualified personnel are instructed on security requirements and procedures to include accounting for small arms, accountable items, and use of deadly force.
5. Ensure that physical sight counts are performed.
6. Monitor and ensure security procedures are complied with.

REFERENCE(S):

1. MCO 5500.6, ARMING OF SECURITY AND LAW ENFORCEMENT (LE) PERSONNEL AND THE USE OF FORCE
2. OPNAVINST 5500.29, DEADLY FORCE
3. OPNAVINST 5530.13, PHYSICAL SECURITY OF ARMS, AMMUNITION, AND EXPLOSIVES
4. OPNAVINST 5530.14, PHYSICAL SECURITY AND LOSS PREVENTION

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

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TASK: 2181.01.16 REVIEW CURRENT ORDNANCE POLICIES AND PROCEDURES

CONDITION(S): Given applicable references.

STANDARD(S): To ensure compliance with current orders and directives per the references.

Appendix F to  
ENCLOSURE (6)

PERFORMANCE STEPS:

1. Review established policies and procedures.
2. Submit recommended changes.
3. Ensure applicable policies are available to required personnel.

REFERENCE(S):

1. MCO P4790.2, MIMMS FIELD PROCEDURES MANUAL
2. SECNAVINST 5216.5, DEPARTMENT OF THE NAVY CORRESPONDENCE MANUAL

INITIAL TRAINING SETTING: Formal School (Preliminary) Sustainment (12) Req By (MSgt)

Appendix F to  
ENCLOSURE (6)